




Headquarters Policy Flash

FLASH 2002-14

DATE: March 14, 2002
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: 1. Acquisition Letter (AL) 2002-03, Public Relations Requirements
2. Final Plan and Guidance to Implement Executive Order 13148
Requirements to Achieve Ozone-Depleting Substance Reductions

SUMMARY: 1. **Acquisition Letter (AL) 2002-03, Public Relations Requirements**



This Acquisition Letter was written to provide contracting activities information concerning the new requirement established by the Deputy Secretary (see attachment) for program offices to coordinate with the Headquarters, Office of Public Affairs regarding the use of public relations firms in the conduct of their program activities. The AL has been approved for release without Field Management Council Review.

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Departmental elements may occasionally seek services from private sector public relations firms to assist in collecting and disseminating information about the Department's programs, missions, and activities. Because the Office of Public Affairs represents the internal source for such matters, it is important that program offices coordinate with that office regarding the use of public relations firms in the conduct of their program activities. As necessary, the Office of Public Affairs will establish guidelines for the review and coordination of such activities.

The AL directs that (1) no contract action for the acquisition of public relations services may be initiated without coordination with the Headquarters Office of Public Affairs, (2) procurement request initiators for such services are responsible for obtaining the coordination prior to submission of a procurement request to the cognizant procurement office; and (3) National Nuclear Security Administration elements and field offices should coordinate through NA 3.5, Office of Congressional, Intergovernmental and Public Affairs.

This AL will be available online at www.pr.doe.gov. For questions related to this AL contact Bob Webb at (202) 586-8264, or via e-mail at robert.webb@hq.doe.gov

2. Final Plan and Guidance to Implement Executive Order 13148 Requirements to Achieve Ozone-Depleting Substance Reductions

Executive Order 13148, "Greening the Government Through Leadership in Environmental Management," requires agencies to:

- reduce their use of ozone-depleting substances, substitute environmentally
- substitute environmentally preferable alternatives; and
- develop plans to phase out the procurement of Class I ozone-depleting substances

The Office of Environment Safety and Health has issued "*A Plan and Guidance to Implement Executive Order 13148 Requirements to Achieve Ozone-Depleting Substance Reductions*." This guidance details the requirements of the Executive Order regarding ozone-depleting substances and establishes Department goals.

Ozone-depleting substances are identified by EPA in 40 CFR 82.

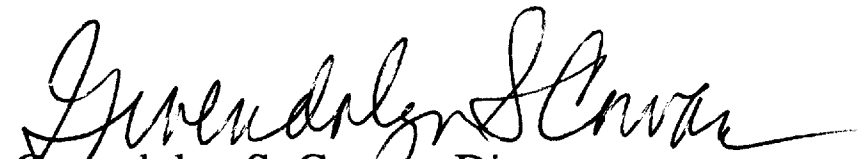
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They include certain gases used in refrigeration and fire suppression equipment and certain solvents. Among these substances are chlorofluorocarbons, halons, carbon tetrachloride, methyl chloroform, and hydrochlorofluorocarbons. Their use is being reduced and they are phased out as Industry is developing alternative products. Some products, such as halon, used in aircraft fire suppression, do not yet have alternative products for the application. Section 505(c) precludes any disposal of excess ozone-depleting substances without prior coordination with the Department of Defense which may have a mission critical requirement for the material. If this is the case, the materials must be transferred to the Department of Defense at their expense. The Environment Safety and Health guidance document is available at:

<http://www.eh.doe.gov/oepa/guidance/ozone/odseoguide.pdf>

Further information on the Executive Order and FAR coverage can be found at <http://professionals.pr.doe.gov>. Click on the Acquisition and Environment tab under the Procurement heading.

For questions related to this subject matter contact Richard Langston at (202) 586-8247 or via e-mail at richard.langston@hq.doe.gov


Gwendolyn S. Cowan, Director


Attachment

cc:
PPAG Members



The Deputy Secretary of Energy
Washington, DC 20585

February 25, 2002

MEMORANDUM FOR: HEADS OF DEPARTMENTAL ELEMENTS
FROM: FRANCIS S. BLAKE 
SUBJECT: Public Relations Activities

It has come to my attention that departmental elements may occasionally seek services from private sector public relations firms to assist in collecting and disseminating information about the Department's programs, missions and activities. Because the Office of Public Affairs represents the internal source for such matters, it is important that program offices coordinate with the Office of Public Affairs regarding the use of public relations firms in the conduct of their program activities.

Effective immediately, departmental elements must coordinate with the Office of Public Affairs prior to seeking contractual services for public relations matters. The Office of Public Affairs will provide guidance concerning the review and coordination process, and the Office of Management, Budget and Evaluation, in coordination with the National Nuclear Security Administration, will provide guidance to field contracting activities to ensure that procurement requests have been staffed through the Office of Public Affairs.

